

# Moving to More Cost-Effective Records Storage and Disposition

(Saving Tax Dollars Through Physical to Electronic Records Conversion)

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### SRS is a Large Place with a Diverse Customer Base



- 310 square miles, near Aiken, SC
- Savannah River separates GA and SC
- Constructed early 1950s to produce nuclear weapons materials
  - Many Administrative, Research, Engineering, Production, Training, and D&D activities produce records to be managed



### We are Site Records & Information Management and SRNS





- Archival management (48,500 cubic ft.)
- Records disposition/destruction (1,600 cu ft.)
- Records request & retrieval (2,500)
- Total records managed (5M+ hardcopy, electronic, and microform)



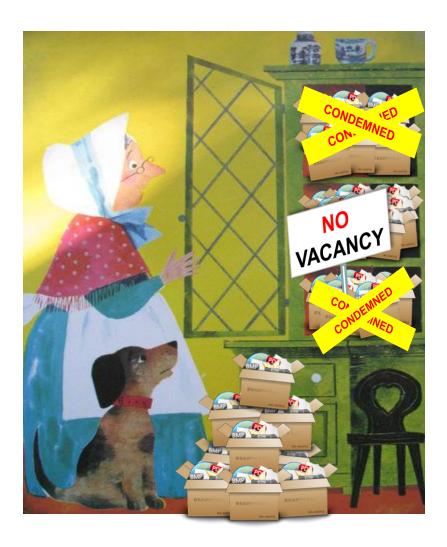
### **Overview**

- SRNS Records Management was asked by DOE-Savannah River to eliminate offsite storage at Veterans Affairs Records Center (VARC) and Federal Records Center (FRC)
- Request requires the re-processing of 25,000 SRS boxes
  - disconnected from our network
  - outdated inventory management system
  - processes out of sync with what is currently established at SRS



### **History**

- In mid 70's, SRS had no NARA approved storage space and began running out of records storage space
- Built approved Records Storage Facility in 1992
- Physical storage space was decreasing with rapidly growing volume of records due to:
  - Litigation Holds
  - EPI
  - D&D activities
  - Program improvements to capture records
  - And other significantly increased space needs
- Conversion activities not keeping pace





## **Federal Records Center (FRC)**

 Decision made to move boxes to FRC in Atlanta, GA.

 Process for marking and storing boxes established:

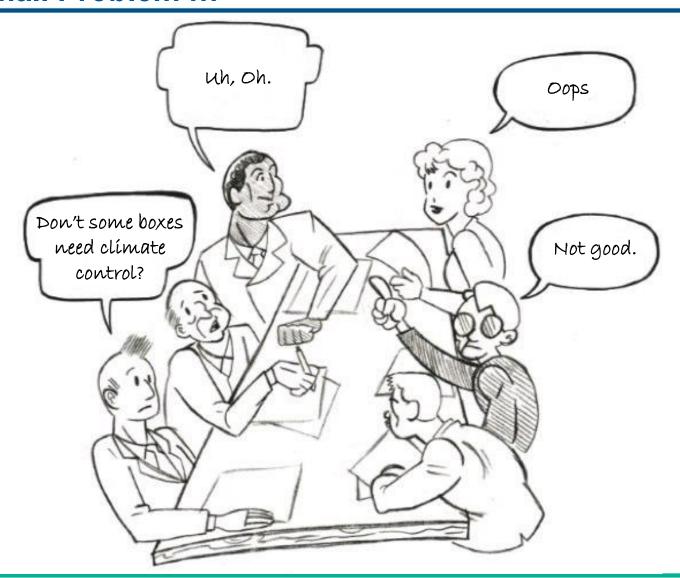
effective, but slow

immediately needed to be accelerated





### One Small Problem ...





## **Veteran Administration Records Center (VARC)**

 Decision made to move boxes requiring climate control to VARC in Neosho, Missouri





### Why Move Back?

- In 1994 SRS established EDWS as the designated records repository
  - EMC Documentum System, an industry leader in Enterprise Content Management (ECM)
  - Currently manages 5.7 million records, absorbing 35k per month
- Electronic storage makes it possible to store more records with smaller physical footprint
- Other gains by eliminating boxes and offsite storage:
  - Faster retrieval
  - Customers can do it themselves
  - Footprint reduction



## **Customer Needs to Reduce Costs of Offsite Records Storage Center**

• Boxes at Offsite Storage: <u>25,000</u>

Yearly Cost for Storage: \$84,000.00

Yearly Cost for Retrieval: \$40,000.00

• Savings Expected: \$124,000.00





### **Current Costs of Retrieval**

### FRC Retrieval fees:

- Processing: \$42.00

Update fee: \$ 4.30

Shipping: \$15.00

- FRC Total: \$61.30



#### VARC Retrieval fees:

- Processing: \$35.05

- Update fee: \$ 0.00

- Shipping: \$15.00

- VARC Total: \$50.05

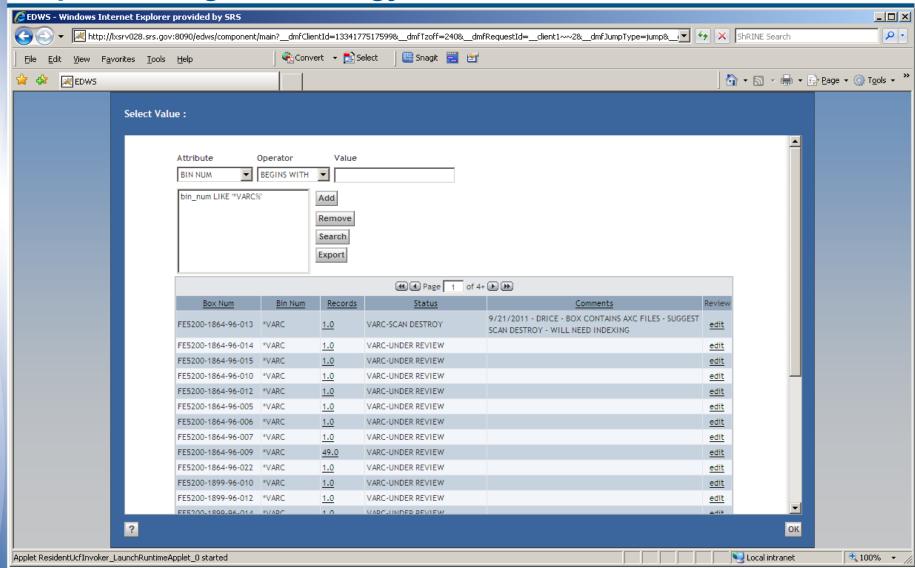


### **Current Strategy**

- Eliminate offsite storage dependency by:
  - Clearing up inventory ambiguities and accounting issues
  - Destroying boxes that have met retention
  - Converting physical boxes to electronic where possible
  - Storing onsite the remaining boxes



### Implementing the Strategy





## **Initial Cost Savings**

- Identified several accounting discrepancies
- Destroyed 650 boxes on location, immediate savings
- Destroyed over 1000 boxes
- Moved over 2000 boxes back on site



### The Take-Away

- Electronic records reduces physical space requirements
- Offsite storage no longer necessary
- Technology helps manage data cleanup and migration





### **Questions...**



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